

2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Regional Census Center
Chicago, IL

<http://www.census.gov/rochi/www/emply.html>

Recruiting Bulletin

POSITION TITLE: Recruiting Assistant **LOCATION:** Multiple Locations in Three-State Region

QUALIFICATIONS: THIS POSITION REQUIRES PASSING A WRITTEN TEST.
Call toll-free 1-800-470-8896 to schedule an employment test in your area and get more information about the application process.

Duty Locations: Illinois, Indiana and Wisconsin. Applicants will be considered for vacancies in their immediate area within specific geographic boundaries.

Salary: Range: \$12.75-\$19.75

WHO MAY APPLY: All U.S. Citizens residing in Illinois, Indiana and Wisconsin

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment not to exceed one year, with the possibility of up to a one-year extension.

DUTIES: Recruiting Assistant (RA): The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants to be tested for temporary census employment.

- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community center, religious groups and other appropriate sources to recruit for a variety of positions.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.
- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants, monitors the testing sessions, scores the test, reviews applicants forms and performs other tasks required.
- Locates space for testing applicants, assuring that it meets specific criteria.
- Sets up testing room in an appropriate manner to allow for testing and reception area.
- Note: limited travel may be required depending on the location.

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